



## **Ruthven Park National Historic Site, INC. (RPNHS)**

**Job Title:** Site Administrator

**Full Time Position:** 37.5 hours/week, 3 weeks of annual vacation

**Ability to Work:** Monday to Sunday during peak season(s); otherwise, M-F

**Salary:** \$60,000-\$65,000 (no benefits)

**Application Deadline:** March 31<sup>st</sup> 2022

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### **Principal Duties & Responsibilities**

1. Ensure the sound management of all natural and cultural resources in a financially prudent manner - according to best practices and to legal and government requirements.
2. Ensure compliance with the RPNHS Board of Directors (BOD) approved policies for acquisition of resources, protection of assets and property and maintains official records and documents for RPNHS.
3. Perform on-going site management and administer the operation of areas and facilities under the RPNHS scope of responsibility providing timely reporting to the BOD and/or regulatory agencies.
4. Manage RPNHS employees in a collaborative team environment.
5. Administer, in collaboration with the BOD, the volunteer program through recruitment, training, supervision, retention and recognition.
6. Lead development and provide direction and leadership for RPNHS approved projects.
7. Oversee and negotiate contracts and agreements; prepares official correspondence and executes legal documents in agreement with the BOD.
8. Be responsible for financial management in accordance with the BOD approved budget, including revenues, expenditures and banking procedures while ensuring integrity, accountability of all funds and ethical business practices.
9. Identify and apply for all potential grants, applicable to RPNHS.
10. Develop and implement marketing plans and materials to attract visitors and tourists to the site and act as a spokesperson for the site and as the face of the organization.
11. Engage with the broader community through a strong public presence at presentations and meetings to enhance Ruthven Park's public image, increase interest, support and provide information, including the Southwest Ontario Tourism Corporation.
12. Manage all curatorial functions for the site including collections management (maintenance, preservation, archiving, cataloguing, studying, display) for artifacts, heritage buildings (restoration, repairs, monitoring) exhibits, conservation, research and interpretation including experiential programs.

13. Ensure that the site meets applicable Ministry Museum standards.
14. Participates as a nonvoting member advisor to the BOD and its meetings and committees as required and implements all policies and directives as set by the BOD.
15. Liaise with the Ontario Heritage Trust on easement issues and the insurance company on behalf of the BOD.
16. In collaboration with the BOD and assigned Committees maintain an up-to-date property management plan to:
  - a. Identify the property's conservation values, including any significant cultural, Indigenous, historical, and natural features and identify threats to those features.
  - b. Identify the overall management goals for the property.
  - c. Identify activities and a timeline to achieve the goals and to reduce any risks or threats to the conservation values.
  - d. Specify the uses that are appropriate for the property, in keeping with the property's conservation values and any regulatory body requirements.
17. Perform other tasks as assigned or required.

#### **Direction of Others (*Subject to Change*)**

Reporting to the Site Administrator:

- Ecological Stewardship Co-ordinator
- Education Co-ordinator
- Maintenance Co-ordinator
- Education and Event Facilitator
- Bander in Charge (contract position)
- Contract staff as periodically retained for specific tasks

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#### **To Apply**

Please apply by submitting a cover letter and resume to Rob Goffin, Vice-President of the RPNHS at [employment@ruthvenpark.ca](mailto:employment@ruthvenpark.ca) with the subject line: *Site Administrator* by **5:00pm on March 31<sup>st</sup> 2022**

The RPNHS is a non-government, not-for-profit, charitable organization. The Board thanks all candidates in advance; however only those selected for an interview will be contacted. We are an equal opportunity employer, committed to fair and accessible employment practices to attract and retain talented employees.